

**Motor Vehicle Records Verification Survey**  
**Conducted by the Risk Management & Tort Defense Division**  
**July 3, 2009**

On June 3, 2009 the Risk Management & Tort Defense Division distributed a survey to the state Risk Management Committee to ascertain which agencies were obtaining written vehicle use rule compliance statements from their employees for purposes of personnel file documentation. The survey questions and a summary of the responses received to date are hereby provided:

- 1) Does your agency currently obtain signed vehicle use agreements for new employees at new employee orientation?
- 2) Does your agency obtain signed vehicle use agreements periodically for all other employees and, if so, how often?
- 3) When was the last time your agency obtained written vehicle use agreements from your employees?
- 4) Does your agency currently have this documentation in its employees' personnel files?

| <b>Agencies which have obtained signed vehicle use agreements</b> | <b>Agencies which have not obtained signed vehicle use agreements*</b> | <b>Agencies which did not respond by 7/02/09</b> |
|---|--|--|
| Administration  | Labor & Industry   | Comm. of Higher Ed                               |
| Agriculture   | Livestock  | Comm. of Political Prac.                         |
| Board of Public Education   | Military Affairs   | Governor's Office                                |
| Commerce  | Montana Historical Society   | Justice  |
| Corrections   | MSU Great Falls  | Legislative Branch                               |
| Environmental Quality   | MSU Northern   | Montana Arts Council                             |
| Fish, Wildlife & Parks  | Montana Tech   | MSU Billings                                     |
| Judiciary   | Revenue  | Natural Resources                                |
| Montana State Library   |  | State Auditor's Office                           |
| MSU Bozeman   |  | UM Helena  |
| Office of Public Instruction                                      |  |  |
| Office of the Public Defender                                     |  |  |
| Public Health & Human Services                                    |  |  |
| Public Service Commission   |  |  |
| Secretary of State  |  |  |
| State Fund  |  |  |
| Transportation  |  |  |
| UM Missoula   |  |  |
| UM Western  |  |  |

\*Three agencies who responded no they do not have all employees read and sign the vehicle use agreement at new employee orientation require employees to read and sign the vehicle use rule prior to driving a state vehicle. Four agencies are currently starting the procedure and will have all employees read and sign the vehicle use agreement in the future.